

**STATE OF CALIFORNIA  
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT  
DUTY STATEMENT**

Employee Name	Classification Name	Position Number
	<b>Sr. Accounting Officer (Specialist)</b>	<b>016-150-4567-003</b>
Division/Unit	Date	Prior Incumbent
<b>Administration/Financial Services</b>		<b>N/A</b>

**SUMMARY OF RESPONSIBILITIES**

Under the general direction of the Accounting Administrator I (Supervisor), the Senior Accounting Officer (Specialist) independently performs the more difficult professional accounting duties, which require an understanding of the entire State Government accounting process. This position controls and details accounting of all departmental funding and expenditure activities and performs more difficult accounting functions and at times be given broad discretion in the solution of problems. On occasion, the position has considerable contact with the accounting administrators or the chief accounting officer for the department, departmental management, budget section, Federal Agencies and State control agencies including auditors. The Senior Accounting Officer (Specialist) leads all financial transactions of the Department to ensure reporting is accomplished in accordance with statutory, regulatory, and management needs. Duties include, but are not limited to the following:

**Description of Essential Functions:**

- 45%** Control the local assistance payment process, ensuring that the process is efficient and effective for Accounting records and Program review. Coordinate the accounting activities of program units within the department for accurate reconciliation of contract payments and expenditure reports. Consult with contractors, CSD Managers and Staff, Federal and State agencies in processing of expenditure reports and/or resulting contract payment issues and provide solutions therein. Monitor the timely closeout process of all contracts. Oversee all encumbrances in CALSTARS ensuring proper coding structure and payment accuracy. Maintain documentation for each report of financial data. Oversee and reconcile all CSD grant balances with electronic fund transfers (drawdowns) from Federal Payment Management System, SmartLink, and HUD's LOCCS on quarterly basis. Assisting Budget Officer in preparation of budget-to-actual reporting, identifying expenditure trends and informs management of potential savings or deficiencies.
- 20%** Post Journal Entries from SCO to Calstars pertaining to Cash Receipts and Disbursements. Prepare Financial Status Reports (Form 269) for all federal grants per the individual requirements for each grant and submit reports timely to the federal government. Reconcile CSD's CALSTARS accounts with the SCO Agency Reconciliation Report for the department's financial activity on a monthly basis for all appropriations. Analyze and identify any erroneous activity and prepare correction transaction requests to SCO as needed. Record reconciling items in accordance with department and accounting standards. Maintain reconciliation source documents in FSU.
- 10%** Prepare and Submit Plan of Financial Adjustment (PFA) transaction requests to SCO to record expenditures to the proper appropriation. Using the required CALSTARS reports, this task includes completing a transaction request to debit and/or credit the appropriation accounts at SCO for the department's administrative charges. Applies to all funds where administrative charges are incurred (i.e. Federal, General).

## Sr. Accounting Officer (Spec.) Duty Statement

Submit adjustments necessary per the Budget Officer's instructions. Analyze all General Ledger account balances for accuracy. Verify appropriation balances and activity using the monthly reconciliation documentation. Prepare Year-End adjustments and reconciliation in accordance with the CALSTARS manual requirements. Monitor and Claim Schedule unused funds from reverted appropriations to Federal Agencies when required. Assist in Year-End activities and preparation of Year-End reports.

- 10%** Backup for the other Senior Accounting Officer (Specialist) position which include drawdown (electronic transfer of funds) of federal funds via Internet access and Voice Response Systems per federal administrative regulations on a weekly basis or as needed. Determines when cash drawdowns are required; ensure availability of cash in the State Treasury, and that cash drawdowns are made timely, accurately. Complete all the necessary documents to State Treasurer and SCO. Interface with state and federal agencies as necessary on issues pertaining to cash drawdowns. Backup for Contract Payment desk.

### **Description of Marginal Functions:**

- 10%** Work in conjunction with various CSD units to improve and document the Heap Non-consideration financial tracking process and to reconcile the allocations and expenditures between Heap and FSU. Help develop and implement process improvements for FSU activities, in conjunction with the ITS unit and the expansion of the PARC database when required. Provide the Federal Accounting Project information needed to establish new and on-going programs in PARC.
- 5%** Serve on CSD's joint application teams to automate contract allocation and payment process. Assist in the development, implementation, and monitoring of CSD Data Base for financial controls and procedures that comply with federal, state, and management needs and regulations. Interpret Federal and State regulations as they apply to fiscal activities. Assist in the preparation of responses to audit reports, as required. Load Budget detail information into CALSTARS.

### **Supervision Received:**

The Senior Accounting Officer receives supervision from the Accounting Administrator I (Supervisor) and in his/her absence the Staff Services Manager II (Supervisor).

### **Supervision Exercised:**

None. However, the Senior Accounting Officer (Specialist) may serve in a lead capacity for lower level accounting positions.

### **Administrative Responsibility:**

The Senior Accounting Officer (Specialist) is responsible for adhering to generally accepted accounting principles, ensuring all work performed conforms to applicable laws, rules, policy and procedures governing civil service accounting practices, and that work is accurate and timely. The Senior Accounting Officer (Specialist) is also required to adhere to the laws, rules, policies, and procedures pertaining to civil service employees in general and specifically to employees of the Department of Community Services and Development.

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Adhere to the laws, rules policies and procedures pertaining to the accounting functions.

### **Personal Contacts:**

The Senior Accounting Officer (Specialist) will have routine contact with CSD staff at all levels and on occasion will be in contact with control agencies such as the State Controller's Office, Department of Finance and Department of General Services

### **Actions and Consequences:**

Failure to perform the functions of this position timely and in accordance with established laws, rules, policies and procedures may result in untimely or inaccurate payments to vendors and staff, misleading or incorrect information for decision-making by management, incorrect and/or incomplete postings made to the CALSTARS accounting systems. It may result in the loss of funding to the department, poor services to the department staff and potential audit issues.

### **Job Requirements:**

The Senior Accounting Officer (Specialist) must maintain a broad knowledge of the State's accounting system, with specific attention to the methods utilized within CSD. Knowledge of generally accepted accounting principles and of the civil service laws, rules, policies and procedures governing accounting must be maintained.

Has the ability to perform the essential functions of the job with or without reasonable accommodations including communicate effectively, comprehend, evaluate and follow written and verbal instructions, type and use personal computers.

### **Performance Expectations:**

- Act in a lead capacity with other Sr. Accounting Officer over three other staff members.
- Provide internal and external customers with effective service by timely responding to e-mails and phone calls within 24 hours of receipt which the exception of emergency issues in which the incumbent will respond as soon as possible.
- Back up other Senior Accounting Officer to ensure continuity of service to CSD employees and the public.
- Treat all assignments personally given to you by the Director, Chief Deputy Director or the Deputy Director for Administrative Services as priority.
- Complete assigned tasks accurately and timely.
- Keep Supervisor apprised of current work priorities and workload status.
- Organize and coordinate day-to-day work to ensure that all assignments receive appropriate attention and established timelines are met; or anticipate the need to modify established timelines, seek and obtain approval, as appropriate, and follow up with the appropriate action in advance.
- Keep updated, and appropriately apply, current laws, rules, policies and procedures governing accounting related issues.
- Convey a professional demeanor to all those contacted in the course of work and projects in a positive image of technical expertise, trust, helpfulness and fairness.
- Understand to concepts of completed staff work.
- Develop and improve ability to perform completed staff work.
- Use creative thinking techniques to solve problems and expand viable solutions.

## Sr. Accounting Officer (Spec.) Duty Statement

- Be a team player.
- Be willing and able to accept increased responsibility.
- Able to develop and evaluate alternatives, analyze data and present ideas and information effectively.

### **Characteristics:**

- Customer Service – Personifies CSD’s number one objective, which is to provide clear, correct, courteous, complete, concise and competent services to all internal and external customers.
- Leadership – Possesses a natural ability and keen desire to manage projects and mentor and guide staff, as well as internal and external customers. Demonstrates and encourages creativity and proactive problem-solving.
- Credibility and Integrity – Understands internal and external customers and has a true desire to build credibility. Has a personal compass composed of clear principles. Demonstrates the highest professional and legal ethics.
- Teamwork – Cooperates to achieve the department's mission, vision and goals by leading and actively contributing to intradepartmental project teams.
- Vision – Understands the context and mission of the Department both internal and external. Awareness of the Department's critical issues, and anticipates and influences the future. Has the ability to organize for success.
- Accountability – Makes decisions and remains accountable for those decisions.
- Reliability – Understands the importance of meeting timelines and work priorities.
- Staff Development – To best serve both our internal and external customers, CSD’s management team reflects, understands and is sensitive to the diversity of the people we serve.

### **I have read and understand the duties assigned as described above.**

**YES**

**NO**

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Can you perform the essential functions of the position with or without reasonable accommodation?

**(If reasonable accommodation is necessary, please complete a Reasonable Accommodation Request Form from the Human Resource Office, Reasonable Accommodation Coordinator.)**

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date